

DD561-0343

Executive Registry
61-1007

February 4, 1961

THE WHITE HOUSE

WASHINGTON

MEMORANDUM TO ALL

CABINET OFFICIALS AND AGENCY HEADS

RE: SUBMISSION OF LEGISLATION BY THE EXECUTIVE BRANCH TO CONGRESS

1. Normal clearance procedure is prescribed in Budget Bureau circular No. A-19. This insures coordination of all agency views and final White House approval. Legislation accompanying the current series of messages to the Congress may have been cleared by inter-agency task forces working with the Special Counsel.
2. Under the rules of both Houses, draft bills are sent to the Speaker of the House and the President of the Senate with an accompanying letter of explanation, justification and Presidential position signed by either the initiating department head or (in comparatively rare instances, in the past) by the President.
3. Where appropriate, Department heads (or the White House) can hold informal discussions with Committee Chairmen whose Committees will have jurisdiction over the bill -- or with an appropriate member of that Committee should the Chairman either be unsympathetic or designate another member. A copy of the bill can be given to this Chairman or other legislator simultaneous with the sending of the transmittal letter and bill to the presiding officers, so that he can introduce the bill at that time.
 - (a) Speaker Rayburn wants these preliminary discussions kept to a minimum.
 - (b) Where Committee jurisdiction is uncertain or likely to be the subject of dispute, contact cannot be made with an individual Chairman or legislator until the message has been assigned to a particular Committee or the dispute otherwise resolved.
4. Timing and release of the statements accompanying the bill should be coordinated through the White House Press Secretary.
5. Where necessary, but less desirable, bills may be informally given to individual legislators who merely announce, upon introducing such a measure, that it is part of the Administration program; or introduced by agency spokesmen in the course of testimony upon similar bills.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	DD/S	CEB	2/7
2	Mr. John Warner	JW	
3	Legislative Counsel		
4	LR 11	K/AT	
5	Circulate		
6	+ back to JFW		
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Remarks:			
For your information and necessary action			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Asst. to the DCI			2/6/61

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